

広報番号： Announcement No.	SRFJRM-C-091-09
募集締切日： Closing Date	20 Apr 09
発行日： Date of Issue	30 Mar 09

**4.募集範囲** Area of Consideration

- ☒ 現 MLC/IHA 従業員 (部隊内)  
Current MLC/IHA Employee within Activity
- ☒ 現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance
- ☒ 現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide
- ☒ 外部 Off Base Applicant

**5.雇用の種類** Type of Employment

☒ MLC

☐ IHA ☐ HPT

☒ 常用 Permanent

☐ 限定 Limited Term ( \_\_ヵ月 Months )

<p><b>1.職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LAD <u>2</u> )</b></p> <p><b>Office Automation Clerk, #605</b></p> <p><b>(オフィスオートメーションクラーク)</b></p>	<p><b>募集人数</b> No. of Recruitment</p>
<p> <input checked="" type="checkbox"/> 事務系                  <input type="checkbox"/> 技能系                  <input type="checkbox"/> 保安系                  <input type="checkbox"/> 医療系              Administrative      Blue Collar Trade      Security      Medical         </p>	<p><b>1 名</b></p>

**2.部隊 Activity**  
**U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center,**  
**Yokosuka, Production Department (C300), Machinery Group (C310M)**  
**勤務場所 Working Place:** 横須賀市 泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule ( 週 40 時間制 hrww )  
 勤務日 Work Days: **Monday thru Friday 月曜日 – 金曜日**  
 勤務時間・休憩 Work Hours/Recess Period: **08:00 – 16:45/12:00 – 12:45**  
☐ 夜勤 Night Shift      ☒ 残業 Overtime      ☒ 出張 Business Travel

<p><b>6.職務内容 Duties</b></p>	<p>Assists and works with Administrative Specialist 1-4 in various clerical and administrative functions in support of mission accomplishment of Machinery Group. Inputs daily labor reports. Processes leave requests and prepares leave related reports. Prepares and processes personnel actions, training requests, TAD requests, supply orders, etc., by using computer software such as word processor, spreadsheet, database, graphics, etc. in support of preparing various materials required. Makes contact with various SRF-JRMC internal codes, HRO, Payroll, IAA etc., on a daily basis to obtain information, request actions, request guidance, etc. Receives phone calls and visitors. Makes appointments for the managers and staff in the office. Sorts and routes incoming correspondence and mail. Reviews and sends outgoing correspondence and mail. Types various letters, reports, forms etc. Sets up and maintain a filing system. Maintains and replenish office supplies. Performs other related or incidental duties as assigned. Work requires native level Japanese language ability to support shop employees.</p>
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**7.資格要件／身体条件 Qualification/Physical Requirements**

- a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-year degree in any field may qualify him/her at 1-3 level.
- b. Knowledge of office automation hardware and software applications to prepare reports and input data.
- c. Skill in operating computer software, such as MS Word, Excel, Access, Outlook and PowerPoint.
- d. Ability to perform general clerical work.
- e. Ability to speak, read, and write English at average proficiency level (LAD-2).
- f. Ability to speak, read and write Japanese at native language level.

Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☒ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

學歷 Educational Background : N/A	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8
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<p>8.提出するもの Application and Associated Documents</p>	<p>職務状況 Working Condition</p>
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\*☒ **空席応募用紙** Application for Vacancy Announcement  
 \*☒ **専門職務経歴書** Resume of Specialized Work Experience  
 \*の記入は Complete \* in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either  
☐ 運転免許証の写し Copy of Driver's License  
☐ 修了証／証明書の写し Copy of Certificate  
☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)  
☒ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)  
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)  
☒ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen  
 applicant, copy of Alien Registration and Passport/Visa Copy

#### 9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

##### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka  
 内線/Extension 243-8152 JN Employment Division (N132)

##### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
 管理第一係 Management Section  
 電話番号 Phone 046-828-6959  
 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

#### 10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : Ms. Imaizumi / Ms. Satomi 軍電 (DSN) 243-4554 / 4553

PD No.:SRFJPMC-310M-013 PD is accurate and current. Certified by Activity: ty HRO: (3/23)mm3/26 ms 3/26

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
 提出された応募書類はお返ししません Submitted applications will not be returned.